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MIN-REQ

## **Minimum Requirements for Residential Plan Review Submittal**

(minrqmts1b.doc, rev 1/9/03)

All projects must have two (2) sets of working drawings (3 sets for DRB projects) and (2) sets of manufactured structural components (trusses, floor system, etc.)

Site or project Street Address: \_\_\_\_\_

Sub-division name: \_\_\_\_\_ . Lot # \_\_\_\_\_

1. Plans must clearly show what will be built. Attention shall be given to stair details (will they fit, are all UBC requirements included), windows & doors (match on elevations and plan view sheets), and typical wall assembly sections. Also, include all pertinent items below on your plans.

2. **Floor/Roof Trusses (& component systems):** Provide the design sheets and manufactured component layout sheets showing all manufacturer specified hangers & fasteners between their products. Special attention to girder-to-girder connections or similar heavier connections.

Roof: YES \_\_\_\_\_ NO \_\_\_\_\_ Floor: YES \_\_\_\_\_ NO \_\_\_\_\_ (including LPI, BCI, TJI, SJ, etc.)

☐ **“Canned Plans”** – Must have local governing codes, building techniques and all standard requirements contained in this handout incorporated. This may require the applicant to have portions of the project redrawn locally.

☐ **“Scales”** – Standard **“Architectural”** drafting scales will be used. We prefer ¼”=1’-0” for floor plans and ½”=1’-0” for sections. Details can be drawn at ¾” or 1-1/2” scales. Floor, foundation, roof and framing plans must be drawn at the same scale. Site plans must be drawn using an **Engineering** scale. 1:10 is preferred, but 1:20, 30, 40, etc. may be used.

☐ **“Site Plan”** – The Site Plan must have the existing contour lines shown (see community development for availability of maps). Complete the Grading Questionnaire on the back of the Application form and indicate any “Yes” answers on the site plan (i.e., highlight contour lines, etc.)

- Plan must include new as well as any existing structures on the site.
- Existing structures must have dimensions indicating distance to property lines & other buildings.
- Driveways must be indicated and drawn to scale.
- Indicate finish floor elevation for new construction (**see comm. Develmt. for available maps**).
- Add the site dimensions, setbacks, and easements on the site plan.

☐ **“Elevations”** – The contours indicated on the site plan must be transferred to the building elevations. Unless the property is a “flat lot”, we require that the existing and finished grades be shown on the elevation drawings. 1/8” or ¼” scale is preferred. At each elevation indicate the type of siding or finish to be used and any sheathing/assembly under such finished surfaces.

☐ **“Floor Plan”** - Electrical and plumbing information will be placed on the floor plan. Provide all dimensioning of interior & exterior walls to accurately locate physical features of the structure. Each room will be labeled for its intended use. Indicate by using door/window schedules or on the floor plan the type & size of windows or doors being installed. Water heater/furnaces will be located on the appropriate plan (e.g., floor, roof, or foundation). Fireplaces need to be labeled as to whether they are direct vent, decorative appliance with UL venting or site built fireplace.

☐ **“Typical Sections”** – Typical sections must show the specific materials being used (e.g., “standard headers to be (2) 2x10 DF-L#2 or better, pressure treated sill plates”, TJI floor framing system, 2x6 studs @ 16” o.c., standard roof framing and foundation assemblies, etc.) Specialty materials & assemblies (i.e., heavily loaded structural areas, foundations, etc.) should be shown using “structural sections” and/or floor/roof framing & foundation plan views depending on complexity and degree of clarity needed.

☐ **“Structural sections”** – The load paths and connections must be fully detailed and match what will be built. These sections must be of the more complex areas of the structure. More than one section may be required by plan review to demonstrate code compliance.

☐ **“Connectors”** – All posts, columns, beams, girders, and similar structural members must have the specific method of connection and the fasteners to be used indicated on the plans. (i.e., 2x8 PT ledger with ½” dia. 4-1/2” lags @ 16” o.c. or Simpson LSU26 hangers (nail type & size) or ABU66 w/ 5/8” dia. SSTB for 6x6 DF-L#2 post bases).

☐ **“Roof/floor Framing”** – If roof or floor framing are to be done, a framing plan is required. The pertinent structural member layout and support structure must be shown on the plans and must match the layouts supplied by the component supplier (i.e. truss company/TJI supplier, etc.). The component manufacturer’s layout may be used, if it is presented in a standard architectural scale. Preferably 1/8” or 1/4”.

☐ **“Foundation plan”** – Show the layout of all piers, footings, and foundation wall locations. The footings must be properly sized for the loads imposed (we use 1500 PSF for soil bearing in Flagstaff). Retaining walls over 48” in height (with or without surcharges) must be designed by an Arizona Registrant.

☐ **“Lateral Bracing”** – For Conventional Light Frame Construction (UBC – 2320.1), show the location of all braced wall panels required per UBC 2320.4.1 (interior & exterior). See UBC 2320.11.3 & UBC 2320.11.4 for recommended code methods. Non-conventional construction may require further analysis or engineering.

☐ **“Engineered Designs”** When used, any engineer-detailed design(s) based on his/her calculations shall be incorporated onto the working blue prints. The engineer of record shall seal any engineered addendum incorporated onto the working blueprints.

☐ **“Remodels”** – Plans for Remodel projects shall indicate all structural members to be removed as well as those to be added or altered. Clearly identify on the drawings the existing portion of the building which imposes loads on the structural members being removed, altered or replaced. The designer must highlight, bubble, or otherwise note the area(s) to be affected by the project.

☐ **“Square footage”** – The following square footages must also be provided on the plans.

Livable: \_\_\_\_\_ SF; Garage: \_\_\_\_\_ SF; Covered porches/decks \_\_\_\_\_ SF;

Uncovered wood porches: \_\_\_\_\_ Remodel: \_\_\_\_\_ SF

Miscellaneous: \_\_\_\_\_ S.F. (e.g., unfinished basement or attic, etc.)

Approved: **Yes** or **No**

Screened by Applicant: \_\_\_\_\_ Date: \_\_\_\_\_